

# Site Coordinator Training SurveyWorks! 2010-2011

Please dial in using the following information, the webinar will take place by phone.

Webinar call-in number: 1-866-866-2244 Participant Code: 6285371#

Please enter your name as Participant Name when logging into the webinar, otherwise please inform us using the chat box or by phone.



*Rhode Island Department of Elementary and Secondary Education*



What will we discuss today?

Purpose  
Preparation  
Process

# How does it relate to my school?



- ▶ Relates directly to the 7 functions of the Local Education Agency in the BEP.
- ▶ Surveys ask students about:
  - School Climate
  - Student Behaviors
  - Family and Community
  - School Resources
  - Teaching and Learning

# What's the purpose?

- Identifying school needs and strengths
- Actionable data
- Enhance analysis of achievement, demographic, and compliance data.

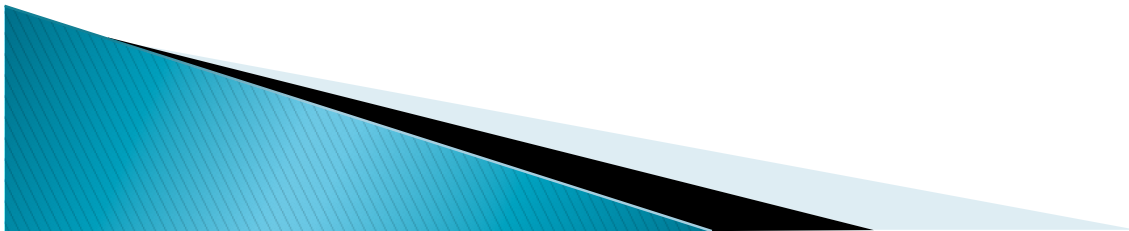


# Schools Intended Data Use

- ▶ School Improvement–99%
- ▶ Communication with Parents–70%
- ▶ Program Planning–46%
- ▶ Communication with Community Groups–28%
- ▶ Leverage Funding–23%
- ▶ Communication with School Board–17%

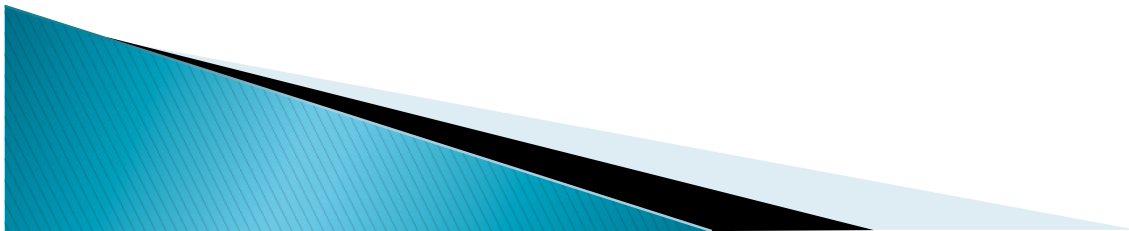
# What's the same?

- ▶ Grades 4–12
- ▶ Students, Parents, Teachers, Administrators
- ▶ Many SALT items remain for continuity and long-term analysis
  - Items have been modified for
    - Online format
    - Consistency of voice
    - Readability for students



# SurveyWorks! What's new?

- ▶ Online
- ▶ English, Spanish, & Portuguese
- ▶ Skip Logic
- ▶ Data files available for stakeholders to use



# Principal Feedback on Spring 2010

- ▶ Prefer Online to Paper–80%
- ▶ Implementation went smoothly–80%
- ▶ Webinar answered most of questions–75%

# What are your responsibilities leading up to the survey?



Coordinate parental consent for student survey / complete administration checklist



Communicate with technology staff about requirements and capabilities



Inform school staff



Schedule Students



Coordinate school communication for parent survey and the staff and administrator survey



# What are your responsibilities during student survey implementation?



**Fidelity of  
Implementation**



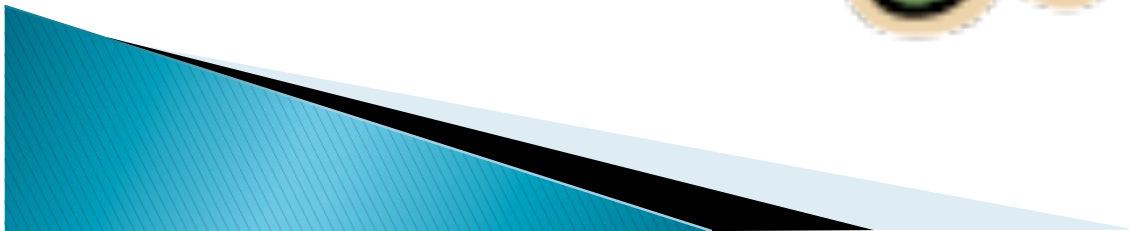
**Provide students with  
a support person**



**Protect student rights  
and confidentiality**

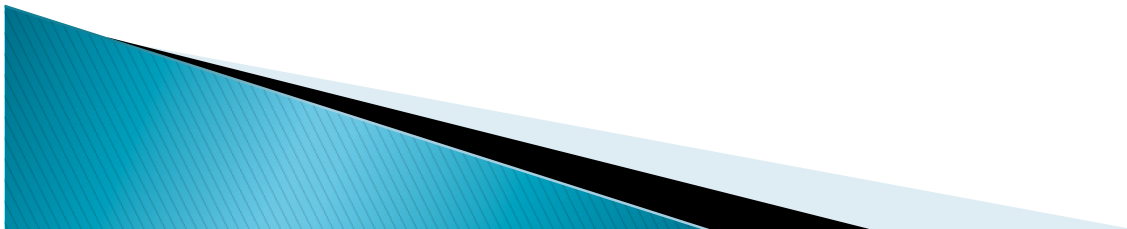
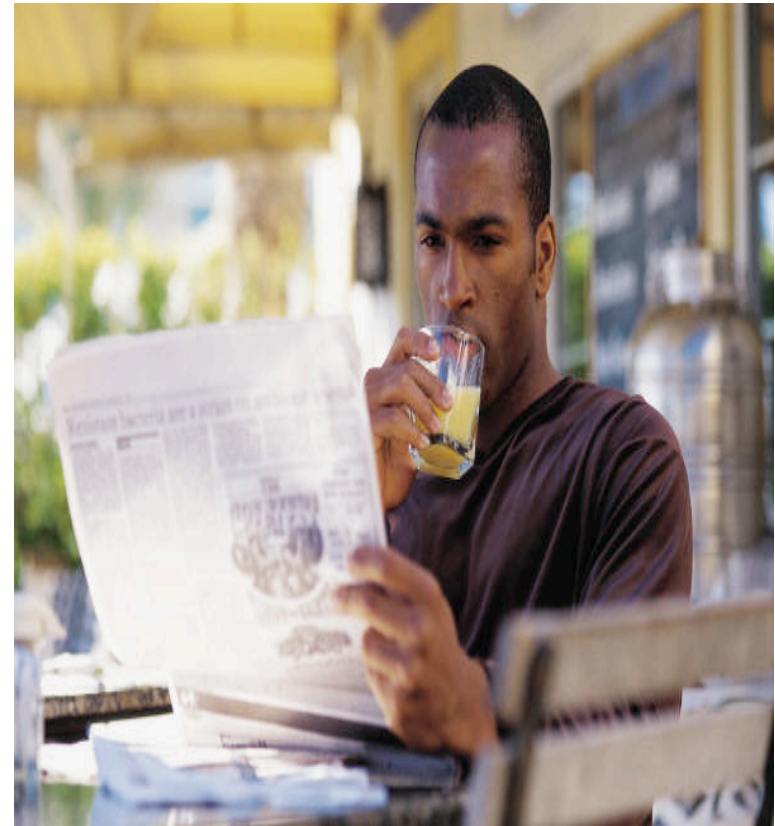


# Breaking for Questions



# Informed Consent

- ▶ **Passive consent**
- ▶ Allow 1 month before implementation
- ▶ **ONLY RETURN IF NOT TAKING SURVEY**



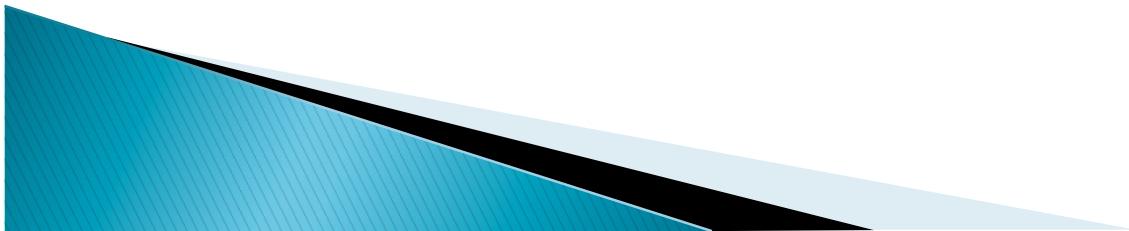
# Informed Consent

- ▶ Beginning of November
- ▶ Letter will be sent to schools in English, Spanish, Portuguese, Khmer, Lao
- ▶ Print at school (required) and E-mail as attachment or posted on school website
- ▶ Keep paper copy of survey in office
- ▶ RIDE Website
- ▶ Refer questions to [surveyworks@wested.org](mailto:surveyworks@wested.org)



# How do I inform parents?

- Paper (required) and electronic form home
  - Keep copy in office
  - School newsletter or website
  - Initial e-mail and auto-dialer (must use at least one method)
  - Repeat auto-dialer and e-mail two weeks later
- ▶ TRIANGULATE DATA & DOCUMENT



# Administration Checklist

- ▶ Date forms were sent home
- ▶ How they were sent?
  - E-mail, paper? Both? Auto-dialer alert?
- ▶ In which languages was it sent
- ▶ Number returned
- ▶ When and how reminders were sent?
  - E-mail, newsletter, school website?
- ▶ Return copy of checklist form and opt-outs to WESTED
- ▶ ONLY then will log-in cards be issued



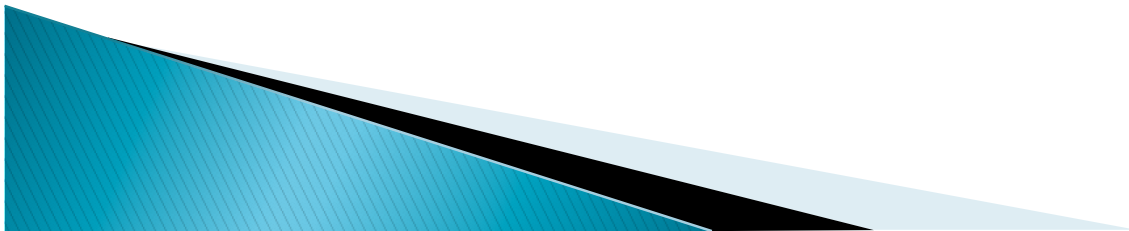
# When do I schedule students?

- ▶ December 1, 2010–March 31, 2011
- ▶ Choose a 3–4 week period
- ▶ Inform [surveyworks@wested.org](mailto:surveyworks@wested.org) of date
- ▶ Launch only after parental consent period  
1–month
- ▶ Parents can deny permission through e-mail, in person, or by phone anytime



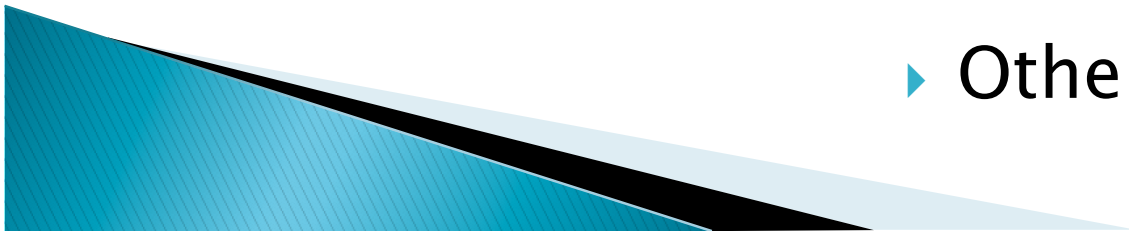
# When Can We Begin?

- ▶ Log-in cards will ONLY be mailed after opt-outs and compliance checklist are returned to WESTED



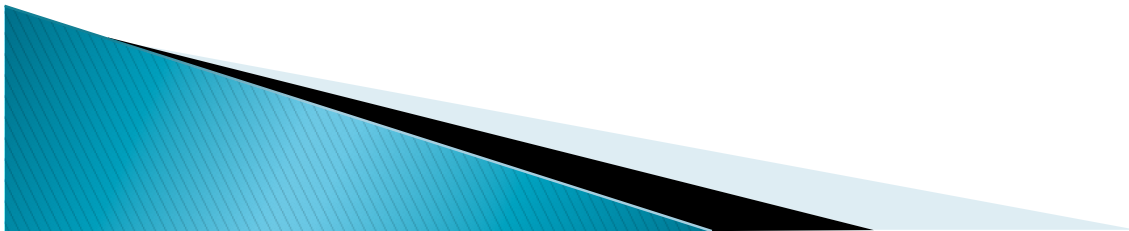
# Ways to do it

- ▶ Computer lab/library 60%
- ▶ Classroom computer 26%
- ▶ Rotated laptop carts through classrooms 10%
- ▶ Set up laptops in gymnasium or cafeteria 12%
- ▶ Traveled to another school 2%
- ▶ Other methods?



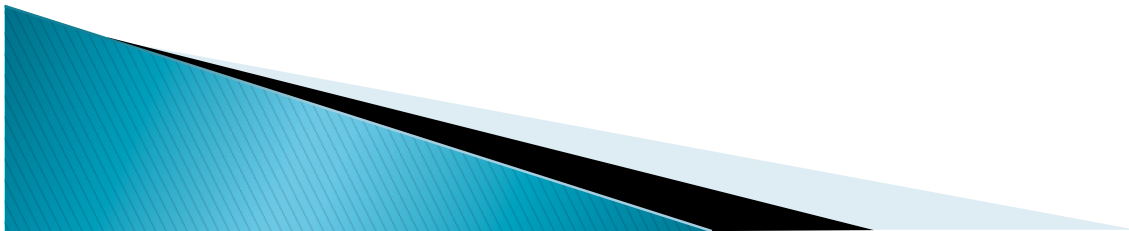
# Confidentiality

- ▶ Staff may read directions or items for students but CANNOT answer for them.
- ▶ Please keep knowledge of all answers confidential
- ▶ During a break, have students turn off screen



# Student Rights

- ▶ Students may...
  - Skip any question.
  - Stop the survey at any time.
  - Opt-out of the survey at the time of administration.



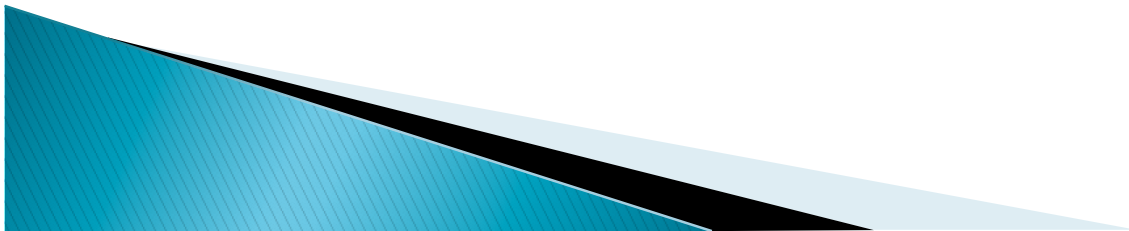
# Accommodations

- ▶ Available in English, Spanish, Portuguese
- ▶ Provide accommodations called for in the IEP or under ELL services.
- ▶ Students who require a scribe to record responses should be excused from the survey.
- ▶ Students with severe cognitive, emotional, or behavioral disabilities or vulnerabilities may be excused if school staff deem that participation may cause the student to become distressed.



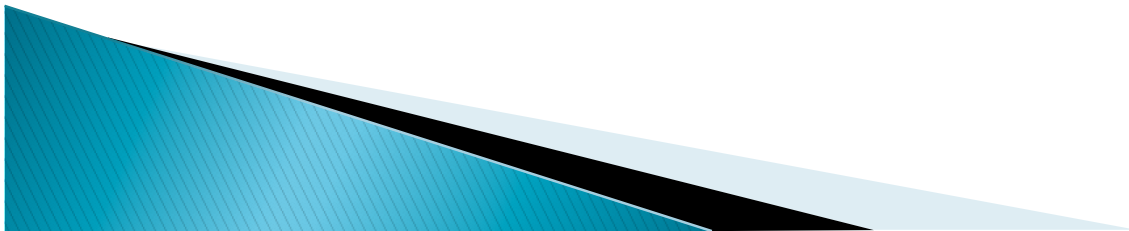
# Large-print mode/ for visually impaired

- ▶ The teacher should confirm with the student that the font size is OK.
- ▶ Adjustments can be made by pressing the <Ctrl> and “-” keys together to decrease the font size, or pressing the <Ctrl> and “+” keys together to increase.



# Safeguarding students wellbeing

- ▶ Some students may experience unanticipated emotional distress because of the sensitive nature of certain questions.
- ▶ Schools are required to provide a counselor or health prevention specialist during and after the survey.
- ▶ Students may skip any questions.



# Questions



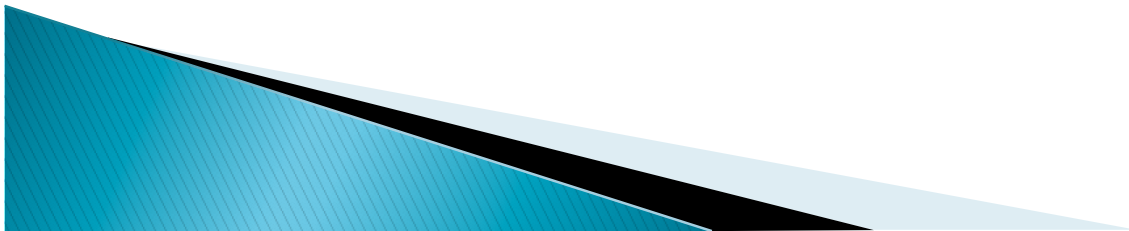
# What happens when students take the survey?

- ▶ MUST be taken at school
- ▶ WestEd Link (URL) for Each Grade.
  - Elementary School Survey (Grades 4 and 5 ONLY)
  - Middle School Survey (Grades 6, 7, and 8 ONLY)
  - High School Survey (Grades 9, 10, 11, and 12 ONLY)
- ▶ The link (URL) is in the **Implementation Guide**
- ▶ Same school can give multiple links
  - i.e. K–8 schools administer Elementary & Middle



# What happens when students take the survey?

- ▶ Each student gets a **random log-in card** linked to their school, not their name
- ▶ Card enables student to start survey on log-in page.
- ▶ Do NOT create a list with student names and card ids.
- ▶ Each log-in card is different, student enters numbers only.



# Sample Access Card

ABC School

**1234567**

SurveyWorks!



# First Page of Survey (HS)

Please answer these questions about yourself.

## Gender

---

- ☐ Male
- ☐ Female
- ☐ I don't want to say.

## Race (Choose all that apply.)

---

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ More than one race
- ☐ Other

## Are you Hispanic or Latino?

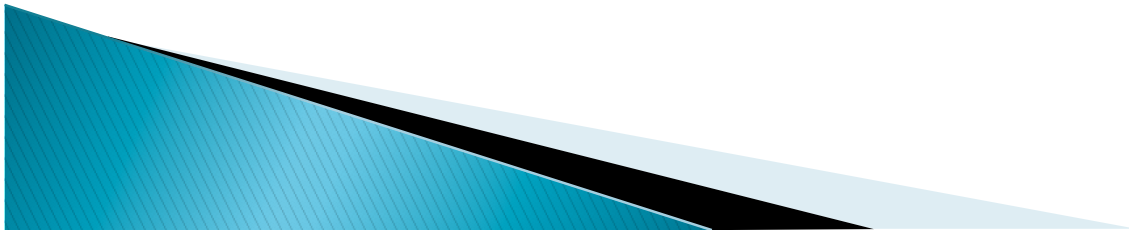
---

- ☐ Yes
- ☐ No

# Frequently Asked Questions:



- ▶ What happens if a student loses an access card?
- ▶ What if students need help with the link?
- ▶ What if I only have a few computers in my school?



# SurveyWorks! Implementation & Help Desk



- ▶ Procedures/Protocol
  - ▶ Resources
  - ▶ FAQ
  - ▶ Troubleshooting
- 
- ▶ **WestEd HelpDesk**  
Available  
8am–4pm  
@ 877-787-5725

# What do I do next?



Report when  
you plan to  
implement  
the survey.

Receive, Print,  
Record and  
Distribute  
Consent  
Forms.

Allow one  
month for  
parents to  
opt out.

Record  
number of  
parental opt-  
outs and  
return forms  
or report NO  
opt-outs.

Look for ID  
cards in mail.



# Teacher and School Staff Survey/ Administrator School Survey

- ▶ SurveyWorks! will work with principals and superintendents to ensure successful implementation of both the staff survey and administrator survey.
- ▶ Survey will be online and required of all school staff and administrators.
- ▶ There will be future communication regarding the timeline for this survey and instructions for a successful implementation.



# Parent School Survey



- ▶ SurveyWorks! is currently developing a webinar to inform school staff and teachers on how to facilitate the 2010–2011 Parent School Survey.
- ▶ The parent survey will be given only online.
- ▶ Further developments will be communicated directly to you.

# Thank you!

- ▶ You can reach our team at [Surveyworks@wested.org](mailto:Surveyworks@wested.org)
- ▶ Team members include:
  - Sue Henderson
  - Eric Crane
  - Dan Mello
  - Trevor Fronius
  - Pamela Serozynsky
  - Sarah Guckenburger
- ▶ Help Desk 1-877-787-5725

